Volume: Administrative Operations

Citation: 246.8 and 246.9 Approval Date: 9/01

Nebraska Health & Human Services NEBRASKA WIC PROGRAM **Procedure Title:** Resolving Participant Issues

Purpose	Provide guidance on receiving and resolving participant complaints
Complaints Made to Local Agency	The local agency is responsible for accepting complaints received from participants/applicants. All staff should be familiar with the procedure found in Volume I, Section P of the WIC Procedure Manual.
Complaints Made to State Agency	Complaints may be made to the State Agency directly by the participant/applicant or the complaint may be referred to the State Agency by local agency staff. The State Agency will handle complaints in the manner described in Volume I, Section P of the WIC procedure Manual.
Discrimination And Fair Hearings	See Volume I, Section K for detailed information on handling discrimination complaints.
	See Volume V, Section J for information on requests for a fair hearing.